



INVITATION TO BID

BID #50018-210033

LAWNCARE SERVICES

(West Campus and Tiger Village I, Village II, Steeple Glenn)

Bid Opening Date

Thursday, July 8, 2021 @ 2:00 P.M.

To Schedule a site visit please contact:

Fred Carr, Director of Facilities

Cell: 318-243-8317

Email: carrf@gram.edu

PurchasingBids@gram.edu

Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, everyone is required to wear a Mask and use Social Distancing Measures.

**Grambling State University
Purchasing Office Conference Room
403 Main Street
Grambling, LA 71245**

INSTRUCTIONS TO BIDDERS

ARTICLE 1

DEFINITIONS

- 1.1.1 The Bidding Documents include the following:
1. Advertisement for Bids.
 2. Instructions to Bidders.
 3. Bid Form
 4. General Conditions of the contract for **Lawncare Services**
 5. Supplementary (and amended General) Conditions.
 6. Divisions of the Technical Specifications.
 7. Addenda issued during bid period. (by Owner and acknowledged in bid form)
 8. Affidavit of Compliance with Act 38, 1965 Louisiana State Legislature.
- 1.2 Addenda are written or graphic instruments issued prior to the execution of the Contract which modify or interpret the bidding documents, including Drawings and Specifications, by additions, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the Contract is executed.

ARTICLE 2

BIDDER'S REPRESENTATION

- 2.1 Each bidder by submitting a bid represents that s/he has read and understands the bidding documents.
- 2.2 Each bidder by making a bid represents that s/he has visited the site and familiarized themselves with the local conditions under which the work is to be performed.
- 2.3 **Each bidder by submitting a bid understands they must be fully qualified under any state or local licensing law for Contractors in effect at the time and at the location of the project before submitting a bid.** In the State of Louisiana; only the bids of contractors and sub-contractors duly licensed under Louisiana Revised Statute 37:2150, et. seq. will be considered. The Contractor shall be responsible for ensuring all Sub-contractors or prospective Sub-contractors are duly licensed in accordance with the statute above.
- 2.4 Each bidder submitting a bid understands that GSU's Public Works Policy related to contractor licensure is that a contractor's license is required for any/all projects with an anticipated/bid cost greater than \$50,000.

ARTICLE 3

BIDDING PROCEDURES

- 3.1 Bids must be prepared on the forms provided by the Owner and submitted in accordance with the Instructions to Bidders.

- 3.2 A bid will be considered invalid if not emailed, hand delivered or USPS at the designated location prior to the time and date for receipt of bids.
- 3.3 Unless otherwise provided in any supplement to these Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for thirty days after the receipt of bids. However, written request (letter or telegram) for the withdrawal of a bid or any part thereof will be granted if the request is received prior to the specified time of opening.
- 3.4 Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, electronic bid delivery is being utilized for this ITB.

All copies of each bid must be received by electronic copy to **PurchasingBids@gram.edu**, on or before the date and time specified in the Advertisement for Bids: Bid #_____ Bid Submission – [Bidders' Name]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with “Part 1 of ____” included at the end of each original Subject Line (e.g. ITB #_____ Bid Submission – [Bidders' Name] – Part 1 of 3).

E-mail submissions are the only acceptable method of delivery. Fax, mail, and courier delivery shall not be acceptable. Proposers e-mailing their proposals should allow sufficient time to ensure receipt of their proposal by the date and time specified. Grambling State University assumes no liability for assuring accurate/complete e-mail transmission and receipt. The responsibility solely lies with each Bidder to ensure their bid is received at the specified email address prior to the deadline for submission. Bids received after the deadline, corrupted files, and incomplete submissions will not be considered.

Electronic Emailed Bids shall be opened and read on Thursday, July 8, 2021, at 2:00 P.M., GSU Purchasing Teleconference: Number 1-917-900-1022, Conference ID: 5600581#

PurchasingBids@gram.edu

- 3.5 Prior to the receipt of bids, Addenda, if any, will be mailed or delivered (hard copy or email) to each person or firm recorded by the Owner as having received the bidding documents and will be available for inspection wherever the bidding documents are kept available for that purpose. Addenda issued after receipt of bids will be mailed or delivered only to the sealed bidder.
- 3.6 Bids for Public Works will not be considered or accepted unless the bid is accompanied by bid security in an amount of not less than five percent (5%) of the sum of the Base Bid and any Alternates. The bid security shall be in the form of a certified check drawn on a bank insured by the Federal Deposit Insurance Corporation, or a bid bond written by a surety company licensed to do business in Louisiana, accompanied by appropriate power of attorney and in favor of Grambling State University. **(NOT APPLICABLE)**
- 3.7 All Bids and Sureties must be signed by a duly authorized person of the firm or corporation and be accompanied by legal evidence authorizing the signature as valid.

- 3.8 Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.
- 3.9 If bidding other than as specified, an indication must be made on the bid form, stating manufacturer's name and model number(s) being submitted for bid. Detailed specifications, drawings, pictures, brochures, diagrams or any other literature or information necessary to determine the equality of the bid response must be included with the bid form.
- 3.10 Prior to the issuance of a purchase order the successful bidder must submit the following items to the Purchasing Department:
- a. Signed Contract
 - c. Insurance Certificate
 - d. Resolution, if incorporated.

ARTICLE 4

EXAMINATION OF BIDDING DOCUMENTS

- 4.1 Each bidder shall examine the bidding documents carefully and, not later than seven days prior to the date for receipt of bids, shall make written request to the Owner for interpretation or correction of any ambiguity, inconsistency or error therein which he may discover. Any interpretation or correction will be issued as an Addendum by the Owner. Only a written interpretation or correction by Addendum shall be binding. No bidder shall rely upon any interpretation or correction given by any other method.

ARTICLE 5

SUBSTITUTIONS

- 5.1 Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.

MANUFACTURER'S NUMBERS OR TRADE NAMES:

- 5.2 Where a manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard of quality desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and are set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equal products will be acceptable. Grambling State University shall be sole judge as to whether or not the material is equal to that specified.

ARTICLE 6

REJECTION OF BIDS

- 6.1 The bidder acknowledges the right of the Owner to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required bid security, or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.

TERMINATION FOR CAUSE

- 6.2 The state may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the contract; provided that the state shall give the contractor written notice specifying the contractor's failure. If within fifteen (15) days after receipt of such notice, the contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the state may at its option, place the contractor in default and the contract shall terminate on the date specified in such notice. The contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the state to comply with the terms and conditions of this contract; provided that the contractor shall give the state written notice specifying the University's failure.

TERMINATION FOR CONVENIENCE

- 6.3 The University may terminate any contract entered into as a result of this bid at any time by giving thirty (30) days written notice to the contractor. The contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily. The University reserves the right to cancel this contract with a thirty (30) day written notice.

ARTICLE 7

AWARDS

- 7.1 Awards may not be made to any person, firm, or company in default of any contract. Said person, firm, or company shall be considered non-responsible bidders and may be reinstated and awards made to them only after they have given evidence of good faith and have satisfactorily completed their obligations.

PUBLICIZING AWARDS

- 7.2 Written notice of award shall be sent to the successful bidder. In procurement over \$25,000, each unsuccessful bidder shall be notified of the award provided that he/she submitted with his/her bid a self-addressed envelope requesting this information. Notice of award will be made a part of the procurement file.

RIGHT TO PROTEST

- 7.3 Any person who is aggrieved in connection with the solicitation or award of a contract shall protest to the Director of Purchasing. Protests with respect to a solicitation shall be submitted in writing at least two days prior to the opening of bids on all matters except housing of state agencies, their personnel, operations, equipment, or activities pursuant to R.S. 39:1643 for which such protest shall be submitted at least ten days prior to the opening of bids. Protests with respect to the award of a contract shall be submitted in writing within fourteen days after contract award.

AUTHORITY TO RESOLVE PROTESTS:

- 7.4 Prior to the commencement of an action in court concerning any controversy, the Director of Purchasing or his designee shall have the authority, to resolve the protest of any aggrieved person

concerning the solicitation or award of a contract. This authority shall be exercised in accordance with regulations.

ARTICLE 8 (Not Applicable)

PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

- 8.1 Performance and Payment Bonds shall be required on Public Works projects with an expected cost greater than \$50,000. Performance and Payment Bonds, when required, shall be provided in an amount of 100% of the contract price. Performance and Payments Bonds shall be required by the successful bidder. Any surety bond required shall be written by a surety or insurance company currently on the U. S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register. For any Public Works projects, no surety or insurance company shall write a bond which is in excess of the amount indicated as approved by the U. S. Department of the Treasury Financial Management Service list. The surety bond written for a Public Works project shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.
- 8.2 The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

RECORDING OF BOND AND CONTRACT

- 8.3 The Contractor shall record the Contract and Performance Bond with the Clerk of Court in Lincoln Parish and provide the Purchasing Department with proof of filing.

ARTICLE 9

PAYMENT

- 9.1 Payment will be made by Grambling State University.
- 9.2 The contractor will be required to provide a Clear Lien Certificate from the Lincoln Parish Clerk of Court, a process that may take an average 45 days for final payment.

ARTICLE 10

TAXES

- 10.1 Applicable taxes are to be included in lump sum bid.

ARTICLE 11

GUARANTEE

- 11.1 The materials and labor under this contract, as described in the specifications, shall be guaranteed by the Contractor for a period of five years from date of its acceptance against defects of materials

or workmanship. Any defects which develop during this period shall be properly repaired or replaced without cost to the Owner as soon as possible.

ACCEPTANCE

- 11.2 The guarantee covering materials and labor under this contract will begin the date a Notice of Acceptance is issued to the Contractor by Grambling State University.

ARTICLE 12

CHANGES IN THE WORK

- 12.1 A Change Order is a written order to the Contractor signed by the Owner, issued after execution of the Contract, authorizing a Change in the Work or an adjustment in the Contract Sum or the Contract Time. The Contract Sum and the Contract Time may be changed only by Change Order. A Change Order signed by the Contractor indicates his agreement therewith, including the adjustment in the Contract Sum or the Contract Time. Any Change Order not signed by the Owner will be considered null and void.
- 12.2 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and the Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be performed under the applicable conditions of the Contract Documents.
- 12.3 Any change order in excess of the contract limit as defined herein shall be let out for public bid. The term contract limit as used herein shall be equal to the sum of \$10,000 per project. When the Change Order is negotiated it shall be fully documented and itemized as to cost, including material quantities, material costs, insurance, employee benefits, other related costs, profit and overhead. Where certain unit prices are contained in the initial contract no deviation shall be allowed in computing negotiated change order cost.

ARTICLE 13

INSURANCE

INSURANCE: Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. **The cost of such insurance shall be included in the Contractor's bid.**

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause."**

2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: \$1,000,000 Each Accident, \$1,000,000 Each employee, Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

D. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage \$2,000,000 Each Occurrence
 - a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an insured" automatically provides liability coverage in favor of Grambling State University and the State of Louisiana.
 - b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, and employees, Boards and Commissions or volunteers.

- c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

F. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best's rating of **“A- VI or higher”**. This requirement will be waived for workers' compensation coverage only for those contractors whose workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' Compensation Assigned Risk Pool or the Louisiana Workers' Compensation Corporation.

G. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by

Grambling State University before work commences. Grambling State University reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. SUBCONTRACTORS

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

I. SAFETY REQUIREMENTS

Contractor will review and comply with the requirements of the GSU Contractor Safety Handbook.

Contractor Responsibilities

1. Contractor will demonstrate financial ability to manage project.
2. All personnel will always conduct themselves in a professional manner.
3. Contractor is responsible for meeting all requirements of the bid package and/or Contract
4. When changes to the schedule are necessary, changes must be approved by Facilities Management – Point of Contact prior to making changes. Change orders will require cost estimated

5. Additional information MUST BE SUBMITTED with your bid on a separate page.
 - a. Company Official Name
 - b. List of three (3) Commercial Clients or Accounts with contact names, addresses and telephone numbers.
 - c. Number of years in business

DIVISION 1 - GENERAL REQUIREMENTS

A. TERMS OF AGREEMENT

1. Work under this Contract shall include, but is not necessarily limited to, the following as summarized in this bid: **Lawncare Services** (see bid specifications). This invitation solicits bids as described in this document. Any resulting contract issued shall be **through fiscal year ending June 30, 2022 with the university's option to renew for two (2) additional years under the same terms and conditions.**

B. LAWS, RULES AND REGULATIONS

1. Contractor shall comply with all applicable federal, state, local and University laws, ordinances, rules and regulations and shall: furnish and pay for all required permits, licenses and bonds; pay all charges and fees, and give all notices necessary and incidental to the due and lawful work required under this agreement.

C. ALTERNATES

1. Base Bid

D. SITE INSPECTIONS AND PROJECT MEETINGS

1. Pre-Work Conference

Prior to the Contractor providing services for this agreement, the Facilities Director will conduct a pre-work conference to review and confirm the contractor's understanding of the scope-of-work, the required work schedule, and to inform the contractor of any special conditions, controls and regulations that apply.

E. WORK TASK

1. The contractor will provide all labor, equipment and materials for repair work.

F. ACCESS

1. Facilities Management will provide the contractor access to the facility to the extent required to perform work during normal working hours.

LANDSCAPE SCOPE of WORK

Grambling State University - West Campus

SERVICES TO BE PERFORMED: All prices shall be inclusive of material costs, labor, taxes, etc.

- Ground maintenance - 42 cuts a year
- Bush Hog - Once a month
- Plants/Flowers - (twice a year) included in cost of service
- Tree and Shrub Care- included in cost of Services
- Warm Season Lawn Care -included in cost of Services
- Cool Season Lawn Care- included in cost of Services

SUPPLIES AND EQUIPMENT

Any and all supplies, equipment, uniforms and/or materials whatsoever, which may be necessary to perform the Services shall be furnished by Contractor at no additional cost or charge to the University. All such material and supplies shall be first quality only.

GROUNDS MAINTENANCE SPECIFICATIONS

SCOPE OF WORK:

Perform all work necessary utilizing acceptable horticultural practices for the landscape maintenance of Grambling State University West Campus. Such work includes, but is not limited to the following:

- Mowing, edging, and trimming of lawn areas.
- Trimming and pruning of plant material.
- Weed elimination and edging of plant beds.
- Removal of debris from site.
- Leaf collection and removal

(Additional work other than what is listed shall be invoiced separate and apart from standard work)

SERVICES TO BE PERFORMED: All prices shall be inclusive of material costs, labor, taxes, etc.

- Ground maintenance - 42 cuts a year
- Bush Hog - Once a month
- Plants/Flowers (twice a year) included in cost of service and maintain flower beds in following designated areas:
 - University Police Station
 - GSU West Campus (around GSU sign)
 - Tiger Village (Doug Williams Road)
 - Charles P. Adams bust area
 - Eddie Robinson Museum (all areas)
 - GSU Campus Entrance
 - I-20 GSU (East and West) Hedges
 - GSU Hedges RWE Jones Drive (in front of new library)
- Tree and Shrub Care- included in cost of Services
- Warm Season Lawn Care -included in cost of Services
- Cool Season Lawn Care- included in cost of Services

SUPPLIES AND EQUIPMENT

Any and all supplies, equipment, uniforms and/or materials whatsoever, which may be necessary to perform the Services shall be furnished by Contractor at no additional cost or charge to the University. All such material and supplies shall be first quality only.

MOWING, TRIMMING, EDGING, BLOWING & CLEAN-UP

- Bahia and St. Augustine turf is to be mowed at a height of 2"- 3 ½". Turf is not to be "scalped" any lower than 2".
- Centipede turf is to be mowed at a height of 1"-2". Turf is not to be "scalped" any lower than 1".

All Turf:

- Mowing shall be done to the frequencies specified. Mow property a minimum of one (1) time per week during the growing season (March through September) and as needed to maintain a neat appearance.
- All edges will have a perpendicular appearance between turf and hard lines and between turf and bed lines. An angled or beveled appearance along turf lines is unacceptable.
- Contractor shall bag clippings or remove them from lawns after this work is performed. In either event Contractor shall remove bagged or loose clippings off site.
- During each visit, blowers will be used to clean sidewalks, curbs, patios, ground level breezeways, and streets of organic material caused by mowing, edging, and general car traffic. (Note: Breezeways other than ground level will be addressed at an agreed upon additional cost.)

WEED CONTROL:

Weed control will be performed as necessary to eliminate weeds in open beds, ornamental plants, and joints in walks, decks, gates, curbs, drives, fence, buildings and drainage areas.

TRIMMING AND PRUNING

- Hedges, shrubs, ornamental grasses, perennials and ground cover will be pruned, trimmed, or sheared as necessary to maintain the desired character and design. The trimming shall be performed by persons sufficiently knowledgeable of the correct method of pruning according to particular plant culture.
- Hedges and shrubs with heights less than fifteen (15) feet are to be pruned to prevent growth from spreading over walkways, curbs, patios, air conditioning units and parking areas.

TREE MAINTENANCE

- Contractor shall be responsible for maintaining all trees such that no branches/limbs will overhang on sidewalks, patios, walkways, parking areas, drives, fences, and recreation areas lower than eight feet (8') from the ground. Lower branching on trees shall be pruned as needed to keep them elevated to a uniform height. Maximum height for this pruning shall be no more than twelve feet (12').
- Trees located in natural areas shall be pruned only when their growth habit affects formal maintenance areas. Trees encroaching into and over formal maintenance areas will need to be elevated to maximum height of twelve feet (12').
- All limbs and branches are to be removed from property, including fallen limbs in natural and formal areas.

Leaf Removal

Remove seasonal leaves/pine straws from all maintained areas of the property and dispose of them to maintain a well-manicured and clean appearance.

Schedule Dates:

- a. Spring Clean Up: Clean up all areas to remove debris (paper, bottles, dead grass, leaves, fallen branches, etc.) resulting from the fall winter seasons, including removal of any annual or dead perennial plant material, stumps, vines, leaving the area in a neat and orderly condition. Clean up also includes pick up of all paved areas immediately surrounding the property including sidewalks. A complete inspection of all plant material and turf grass shall be conducted and a report given to the Housing Director. Clean up shall be completed prior to the growing season. Price shall include disposal of all debris.
- b. Mulching: Pick up, delivery and installation of Mulch. Mulch shall be installed approximately 2 inches thick and shall be properly placed in areas where applicable. Mulched beds shall be weed free prior to installation of mulch. Areas shall appear neat and free of debris prior to departing each location.
- c. Planting: Contractor shall supply plants/flowers twice a year in designated flowerbeds (see Services to be performed, page 11).
- d. Summer Clean Up: Services shall include weeding all areas and tree rings, spade edging, trimming bushes, and trimming all low hanging tree branches and disposal of all debris. Upon completion all areas shall appear well-manicured.
- e. Fall Clean Up: Services shall include general clean up, including trimming bushes, the removal of annuals, leaves, tree branches, debris, stump removal, grinding of stumps, removal of vines from gates/fence, etc. Upon completion all areas shall appear dormant and ready for the winter season.

Regular Monthly Maintenance

Service to include weeding areas two to three times per month or as required, edge areas and sidewalks, maintaining the gate and fence line and spot spray weeds in turf areas as needed. Area shall appear neat and well-manicured prior to departing, including pick up of any litter and debris. Service to include disposal of all waste generated at site.

Regular Weekly Maintenance

During Spring and Summer months (March-September) grass should be cut weekly in areas outlined on map (Red Color Outline), and as otherwise as needed to maintain a neat appearance.

Important Times: The below are important that the contractor shall make sure the area is well manicured.

Residence Halls Open

High School Day

Home Games

Homecoming

Graduation

Residence Halls Open for Spring

Graduation

Residential Halls Open Summer I

Residence Halls Open Summer II

Residence Halls Open

The Contractor shall be responsible for thoroughly cleaning up any and all areas affected by his work. All debris and landscape related materials shall be completely removed from sidewalks, driveways and roadways. All parkways must be left neat. If the area has not been cleaned properly, GSU will use any equipment deemed necessary to clean the area, costs refunded by the Contractor to the University.

Exhibit II

Landscape Scope Tiger Village I, Tiger Village II and Steeple Glenn Apartments

- Ground maintenance - 42 cuts a year
- Seasonal Plants -Early Spring and early Fall; included in cost of Services
- Mulch – Pine Straw - Mulch scheduled with changing of annuals; included in cost of Services (twice annually)
- Tree and Shrub Care- included in cost of Services
- Warm Season Lawn Care- included in cost of Services
- Cool Season Lawn Care- included in cost of Services
- Irrigation -Includes Spring start up and system test, backflow prevention device test and report to water company, monitor and change controllers as weather dictates, repairs will be made as necessary at an additional cost, in the fall the system will be blown to winterize.

SUPPLIES AND EQUIPMENT

Any and all supplies, equipment, uniforms and/or materials whatsoever, which may be necessary to perform the Services, shall be furnished by Contractors at no additional cost or charge to the University. All such material and supplies shall be new or first quality only.

GROUNDS MAINTENANCE SPECIFICATIONS

SCOPE OF WORK:

Perform all work necessary utilizing acceptable horticultural practices for the landscape maintenance of Tiger Village I, Tiger Village II and Steeple Glen Apartments. Such work includes, but is not limited to the following:

- Mowing, edging, and trimming of lawn areas.
- Trimming and pruning of plant material.
- Weed elimination and edging of plant beds.
- Removal of debris from site.

Additional work to be performed will be invoiced as separate.

MOWING, TRIMMING, EDGING, BLOWING & CLEAN-UP

- Bahia and St. Augustine turf is to be mowed at a height of 2"- 3 ½". Turf is not to be "scalped" any lower than 2".
- Centipede turf is to be mowed at a height of 1"-2". Turf is not to be "scalped" any lower than 1".

All Turf:

- Mowing shall be done to the frequencies specified.
- All edges will have a perpendicular appearance between turf and hard lines and between turf and bed lines. An angled or beveled appearance along turf lines is unacceptable.
- During each visit, blowers will be used to clean sidewalks, curbs, patios, ground level breezeways, and streets of organic material caused by mowing, edging, and general car traffic. (Note: Breezeways other than ground level will be addressed at an agreed upon additional cost.)

SPRING CLEAN-UP

- Leaf and other debris removed from the beds.
- Remove all weeds from beds.
- Apply mulch as specified according to specifications.

WEED CONTROL:

- Weed control will be performed as necessary to eliminate weeds in open beds, ornamental plants, joints in walks, decks, curbs, drives, and drainage areas.

TRIMMING AND PRUNING:

- Hedges, shrubs, ornamental grasses, perennials and ground cover will be pruned, trimmed, or sheared as necessary to maintain the desired character and design. The trimming shall be performed by persons sufficiently knowledgeable of the correct method of pruning according to particular plant culture.
- Hedges and shrubs with heights less than fifteen (15) feet are to be pruned to prevent growth from spreading over walkways, curbs, patios, air conditioning units and parking areas.

TREE MAINTENANCE

- Contractor shall be responsible for maintaining all trees such that no branches/limbs will overhang on sidewalks, patios, walkways, parking areas, drives, fences, pools and recreation areas lower than eight feet (8') from the ground. Lower branching on trees shall be pruned as needed to keep them elevated to a uniform height. Maximum height for this pruning shall be no more than twelve feet (12').
- Trees located in natural areas shall be pruned only when their growth habit affects formal maintenance areas. Trees encroaching into and over formal maintenance areas will need to be elevated to maximum height of twelve feet (12').
- All limbs and branches are to be removed from property, including fallen limbs in natural and formal areas.

CLEAN-UP:

- All trash and debris is to be picked up from lawn and bed areas prior to mowing.
- All debris shall be removed and disposed of off-site.
- Parking lot areas will be kept clean of organic matter within fifteen feet (15') of curbs and planted areas. The blowing of debris back onto turf and bed areas is unacceptable.

WATER & IRRIGATION

- Contractor shall be responsible for monitoring the moisture levels around all ornamental plants including, but not limited to trees, turf, shrubs, perennials, groundcovers and annuals. Problems, if any, should be reported in writing to on-site management during normal maintenance visits. Contractor shall be responsible for damage to plants that were not reported to on-site management in writing, and will be responsible for the replacement of these items.
- Contractor shall be responsible for watering plant material through existing working irrigation systems.

IRRIGATION SPRING START-UP:

- A qualified irrigation technician shall open the main valve(s), inspect and adjust all sprinkler heads, re-program and check battery back up in controller, and troubleshoot the entire system.

IRRIGATION CHECKS:

- Once per month, according to the Service Calendar, a qualified irrigation technician shall inspect entire irrigation system.

LOUISIANA UNIFORM PUBLIC WORK BID

TO: Grambling State University
403 Main Street
Grambling, LA 71245

BID FOR: Lawn care Services
1 Facilities Drive
Grambling, LA 71245

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Grambling State University and dated: July 8, 2021.

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging)

TOTAL BASE BID Scope for **LAWNCARE SERVICES:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

1. Annual rate Lawn care Service – GSU -West Campus	\$ _____
2. Annual rate Lawn care Service - GSU – Tiger Village I, Village II and Steeple Glenn	\$ _____
Total Combined Annual rate for Lawn care Services:	\$ _____

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

PHONE NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed ** If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O). **BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

SITE VISIT REQUEST

TO SCHEDULE AN APPOINTMENT FOR A SITE VISIT, PLEASE CONTACT:

Fred Carr, Director of Facilities

Cell: 318-243-8317

Email: carrf@gram.edu

Present this form to Project Manager and return this signed form with your bid response.

Contractor's Company Name

GSU Project Name

GSU Representative

Date

Vendor's Signature

Date

***NOTE: Although a site visit is not mandatory prior to submitting a bid, each bidder is encouraged to schedule a site visit of the campus.**